

# Gunnison/Hinsdale Combined Emergency Telephone Service Authority

## 2014 Budget

Accepted December 12, 2013

**GUNNISON/HINSDALE COMBINED EMERGENCY  
TELEPHONE SERVICE AUTHORITY**

**2014 BUDGET  
TABLE OF CONTENTS**

	PAGE
Budget Message .....	1
Budget Revenues and Expenses.....	2
Notes to the Budget.....	3
Minutes Accepting Budget.....	4
Capital Improvement Plan .....	7

October 8, 2013

Board Members

Gunnison/Hinsdale Combined Emergency Telephone Service Authority

Letter of Transmission

Presented for your review and consideration is the proposed FY 2014 budget for the Gunnison/Hinsdale Combined Emergency Telephone Service Authority (E911 Authority). The proposed budget reflects a net loss of \$6,177. The reduction in cash reserves is due to the anticipated installation of a new repeater sight on Razor Dome, expanding emergency radio accessibility along Highway 114. Otherwise, dispatching services for Gunnison and Hinsdale Counties will be maintained at existing levels. Revenues, primarily generated through the \$1.00 surcharge on all phone lines within the service area (exchanges of 641, 349, 943, and 944), have been projected at a slight decrease from anticipated FY2013 revenues. Interest income revenues are budgeted at a decrease as well with the reduction of cash reserves in 2013 and due to current and projected investment rates. Operating expenses are projected to increase by 8.7% from 2013 year-end projections. Additional funding has been included in "dues/meetings/memberships/tuition" in order to provide training for two people to maintain and perform minor repairs at the repeater sights. Other purchased services are budgeted \$10,959 more than the 2013 year-end expected expenses, based on anticipation that the communications center will be fully staffed throughout the year. In addition, the E911 Authority anticipates migrating to newer software for emergency communication systems, including ReadyOp and CodeRED. Capital expenditures for the year include \$15,000 to be transferred to the City of Gunnison Communications Department for the installation of a repeater on Razor Dome, expanding emergency radio communication operations to the Highway 114/Cochetopa Canyon area.

The E911 Authority budgets on an annual basis and utilizes the "modified accrual basis of accounting". Expenses are recorded when a liability is incurred and revenues are recorded as received in cash except for revenues susceptible to accrual and revenues of material amount that have not been received at the normal time of receipt. The E911 Authority will continue discussions with State agencies on a universal surcharge to be collected by the state and distributed to individual agencies. It is believed this will have a negative impact on the Gunnison/Hinsdale E911 Authority's budget in years to come. A ten-year capital improvement plan for assets of the E911 Authority has been developed and will be included as an appendix to the final budget document.

In conclusion, I believe this budget represents a financially sound plan for the Gunnison/Hinsdale Combined Emergency Telephone Service Authority for fiscal year 2013. Please do not hesitate to contact me or Wendy Collins, Board Secretary, if you have any questions or need additional information.

Respectfully submitted,



Keith Robinson  
Board Chair

# Gunnison/Hinsdale Combined Emergency Telephone Service Authority 2014 Budget

		2011 Actual	2012 Actual	2013 Budget	Balance 10/07/13	Projected @12/31/13	2014 Budget
<b>Beginning Cash Balance</b>		<b>\$483,803</b>	<b>\$535,178</b>	<b>\$572,152</b>		<b>\$572,152</b>	<b>\$189,874</b>
<b>Revenues</b>							
01-3101	Century Link Communications Surcharge	\$90,472	\$85,322	\$86,000	\$55,330	\$82,700	\$80,000
01-3102	Nucila-Naturita Tele Co Surcharge	\$1,778	\$1,831	\$1,600	\$822	\$1,622	\$1,600
01-3103	Century Telephone Surcharge	\$10,916	\$9,881	\$10,000	\$5,860	\$8,291	\$8,000
01-3104	Surgharge-Other	\$115,744	\$119,361	\$119,000	\$79,905	\$119,483	\$119,000
01-3701	Miscellaneous Revenue	\$486	\$0	\$0	\$0	\$0	\$0
01-3701	Interest Earned	\$3,946	\$1,742	\$1,700	\$874	\$1,292	\$380
<b>Total Revenues</b>		<b>\$223,342</b>	<b>\$218,137</b>	<b>\$218,300</b>	<b>\$142,791</b>	<b>\$213,388</b>	<b>\$208,980</b>
<b>Expenses</b>							
<i>Administrative Expenses</i>							
01-4201	Office/Operating Supplies	\$144	\$0	\$150	\$130	\$130	\$150
01-4203	Fuel/Lubricant Supply	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000
01-4302	Printing/Duplications Svcs	\$0	\$0	\$25	\$0	\$0	\$0
01-4310	Dues/Meetings/Memberships/Tuition	\$0	\$0	\$1,000	\$0	\$1,000	\$6,000
01-4320	Telephone Service	\$25,702	\$25,180	\$25,870	\$17,984	\$23,953	\$24,432
01-4321	Utilities	\$6,683	\$8,757	\$10,380	\$6,407	\$9,549	\$9,660
01-4330	Professional Services	\$3,604	\$3,877	\$4,850	\$4,059	\$3,929	\$4,850
01-4340	Repair/Mntnce Service	\$14,605	\$23,253	\$17,000	\$9,554	\$17,000	\$17,000
01-4350	Other Purchased Services	\$119,853	\$119,195	\$127,587	\$61,760	\$120,706	\$131,665
01-4370	Travel/Mileage/Meals/Lodging	\$429	\$0	\$500	\$0	\$500	\$500
01-4420	Rental Services	\$948	\$900	\$948	\$675	\$900	\$900
<b>Total Administrative Expenses</b>		<b>\$171,968</b>	<b>\$181,162</b>	<b>\$193,310</b>	<b>\$100,568</b>	<b>\$182,666</b>	<b>\$200,157</b>
<i>Capital Expenses</i>							
01-9701	Computer Replacement			\$13,000	\$0	\$13,000	
01-9702	Voice Print Recorder						
01-9901	Office Chairs						
01-9902	Repeater Installation						\$15,000
01-9903	911 System - Electronics			\$220,000	\$12,748	\$220,000	
01-9904	Dispatch Consoles - Furniture			\$50,000		\$50,000	
01-9905	Dispatch Expansion			\$80,000		\$80,000	
01-9906	Generator for New Building			\$50,000		\$50,000	
<b>Total Capital Expenses</b>		<b>\$0</b>	<b>\$0</b>	<b>\$413,000</b>	<b>\$12,748</b>	<b>\$413,000</b>	<b>\$15,000</b>
<b>Total Expenses</b>		<b>\$171,968</b>	<b>\$181,162</b>	<b>\$606,310</b>	<b>\$113,316</b>	<b>\$595,666</b>	<b>\$215,157</b>
<b>Net Income/Loss</b>		<b>\$51,374</b>	<b>\$36,975</b>	<b>(\$388,010)</b>	<b>\$29,475</b>	<b>(\$382,278)</b>	<b>(\$6,177)</b>
<b>Ending Cash Balance</b>		<b>\$535,177</b>	<b>\$572,153</b>	<b>\$184,142</b>		<b>\$189,874</b>	<b>\$183,697</b>
<b>*Additional Capital Projects</b>							

# Notes to 2014 Budget

Account #	Description of expenses
01-3104	Includes all cell phone surcharges from various providers
01-4201	Checks and deposit slips
01-4203	Fuel for Comstock, Rose Ridge, Sunlight, W Mountain
01-4310	Includes training for two people on repeater maintenance

		Budgeted 2013	Projected 2013	Budgeted 2014
01-4320	911 Trunks	13,838	12,239	12,484
	Hinsdale Phone Line	1,527	1,513	1,543
	CB Dedicated Phone Line	1,497	1,465	1,494
	Marble Phone Line	2,898	2,834	2,891
	EMS Dedicated Phone Line	1,814	1,775	1,811
	Pitkin Siren Dedicated Phone Line	1,580	1,547	1,578
	Other	2,160	1,992	2,032
	Ohio City Dedicated Phone Line	555	587	598
	***Totals	25,869	23,953	24,432
01-4321	Electric utilities for Roseridge (average \$300 per month), Almont Triangle (average \$275 per month), and W Mtn (average \$230 per month)			
01-4330	Audit Services \$4,000			
	Interpretation Services \$500			
	Attorney Fees - \$350			
01-4340	Repeater Repairs, Pager Repairs, Dispatch Equipment Repairs			
01-4350	Compensation for 20% Dispatcher Personnel Costs if fully staffed (\$114,737);			
	Emergency notification systems (ReadyOp, CodeRED, etc.) - \$8,928			
	Gunnison County-911 Mapping Updates - approximately \$8,000 per year			
01-4420	Sunlight Ridge Repeater Rental - \$225/quarter			
01-9701	Replace current computers and screens in communications			
01-9902	Transfer to City of Gunnison Communications for installation of repeater on Razor Dome			
01-9903	Purchase 911 Phone System – included hardware, software, installation, programming and maintenance agreements			
01-9904	Replace current dispatch consoles			
01-9905	Costs associated with moving phone, fiber, radio and computers necessary for the 911 function to a new location.			

Gunnison/Hinsdale Combined Emergency Telephone Service Authority  
Minutes of Meeting  
December 12, 2013

**VOTING MEMBERS**

Keith Robinson - City of Gunnison (Police Department)  
Randy Barnes - Gunnison County (Sheriff's Office)  
Tom Martin - Town of Crested Butte (Marshal's Office)  
Nate Stepanec - Town of Mt. Crested Butte (Police Department)  
Dennis Spritzer - Gunnison County Fire Protection District  
Justin Casey - Hinsdale County (Sheriff's Office)

**OTHER ATTENDEES**

Wendy Collins - Secretary/Treasurer (City of Gunnison Finance)  
Rich Leary - Arrowhead Fire Protection District  
Scott Morrill - Gunnison County Emergency Management Office  
Chuck Dotts - Gunnison Regional Communications Center (Director)  
Chris Green - Two Way Communications  
Hugo Ferchau - Gunnison County Fire Protection District  
Walt Cranor - Gunnison County Airport/Gunnison Volunteer Fire Department

The regular meeting of the E911 Authority was called to order by E911 Authority Chair Keith Robinson at 12:00 p.m. at the Gunnison County Emergency Operations Center following the Communications (Comm) Board meeting. Information presented during the Comm Board meeting pertinent to the E911 Authority was:

Ready Op System - Delta, San Miguel (licensed holder), and Gunnison/Hinsdale Counties have bought into the Ready Op System. Any agencies within Gunnison/Hinsdale Counties who want to participate in this system need to get contact information to Scott Morrill, Randy Barnes, Keith Robinson, or Laurie Sherman. Seventeen licenses were purchased. Passwords can be shared within an agency allowing access to all users within that agency. This first stage is a trial stage. If the program is successful, a separate license can be purchased for \$1,000 per radio frequency. Currently, access to the program is only thru texting and cell phone capabilities. Radio access will be pursued after the trial period.

City Public Safety Facility – The final walk through on the new facility is scheduled for Monday, December 16<sup>th</sup>, at which time the keys to the building will be handed over. There are some tasks left for next spring (exterior painting of some areas), but the building will be suitable for occupancy. The Communications Department is training this week on the new system. The 911 system cutover is scheduled for December 18th beginning at 3:00 a.m. 911 calls will be forwarded to Montrose then routed back through administrative lines. The Crested Butte area will have an outage during that time but will have a designated hot spot. Hinsdale County will page out to the 800 system. Construction of the new facility and purchase of equipment remains within the budget funds from the E911 Authority and Communications. The City has allocated additional funds for the police department's portion of the facility. The Communications Department is scheduled to move December 19th and 20<sup>th</sup> and the Police

Department is scheduled to be moved by December 27<sup>th</sup>. An open house is tentatively scheduled for January 13<sup>th</sup>.

CodeRED – The current provider of the emergency notification system is 21st Century Communications. There are issues with this provider, including mapping and customer service. CodeRED has many more capabilities, some of which overlap with Ready Op (internal notification system). CodeRed is a public information system. At a regional meeting held November 21<sup>st</sup> between all 21st Century users, there was interest shown in the CodeRED system, but Scott Morrill, who attended the meeting, did not realize the move would be made so quickly. A presentation on the CodeRED system was made by Jim Erickson with Emergency Communications Network. CodeRED is a web based system with 24/7 support. CodeRED will combine 911/ALI data (landlines) with data the company has. They do their own Geocoding for greater accuracy and will work with agencies to correct databases if CodeRED discovers discrepancies. There is a free mobile app for citizens. Citizens can add weather updates for \$5 per year. Training is web based, with most sessions being about 90 minutes in duration. There are recurring web trainings on various topics and training videos. User accounts are set up with departmental logins and allow multiple simultaneous logins. Minutes used are allocated by delivered voice messages measured in 6 second increments only. The current allocation allows over 19,000 minutes for Gunnison and Hinsdale Counties (310 hours). Two other counties have switched to CodeRED. The question was asked “should the E911 Authority stay with 21st Century or make a switch to CodeRED?” For any county in the West Region to go alone to a system is cost prohibitive. The current system is costing \$2,400 per month, but that cost will go up to at least \$3,000 per month for the base system plus any additional features. The CodeRED system is \$28,250 plus add-ons (ALI updates, etc.) All other counties are going to make change. This system is not as robust as ReadyOp, as it doesn’t allow for radio traffic. The Board was asked if there should be a regional oversight board for emergency notifications systems, like CodeRED, perhaps one representative from each of the six users, but not necessarily the emergency operations managers. This oversight board would manage the Intergovernmental Agreements, which are needed by January 14th. Currently METSA (Montrose Emergency Telephone Service Authority) is the administrator which is ok but some feel there needs to be an oversight committee. METSA has been very controlling on grant funds for the satellite system in the Incident Command Vehicle and this group does not want to have those issues with CodeRED. The Comm Board recommends moving to CodeRED and suggesting an oversight board for policies and potential changes down the road. The E911 Authority will need to make the decision whether or not to go with CodeRED and ask METSA for an oversight board.

### **Minutes**

Dennis Spritzer made a motion, second by Randy Barnes, to approve the minutes from the October 9, 2013, meeting. Motion was approved unanimously.

## **Financial Report**

Wendy Collins presented the financial report through December 12<sup>th</sup>, 2013. Current assets (cash) totaled \$598,568.57. Year-to-date revenues totaled \$169,284.74, operating expenses totaled \$105,580.14 and capital expenses totaled \$37,288.16 for net income of \$26,416.44. Dennis Spritzer made a motion, second by Randy Barnes, to approve the financial report. Motion was approved unanimously.

## **Unfinished Business**

- 2014 Proposed Budget – The 2014 Proposed budget was presented to the board, including beginning cash of \$189,874, revenues of \$208,980, administrative expenses of \$200,157 and capital expenses of \$15,000 (total expenses \$210,157). The budget proposes to utilize cash reserves for a small portion of the capital expense (\$6,177) resulting in a proposed cash balance at the end of 2014 of \$183,697. It is anticipated the maximum expense for the CodeRED system will be \$5,361 which will fall within the proposed budget. Dennis made a motion, second by Randy Barnes, to approve the 2014 budget. Motion was approved unanimously.

## **New Business**

- Hinsdale County Hill 71 Repairs – Justin Casey reported that expenses have been incurred to repair the power supply to the DTR's on Hill 71, due to lightning strikes. The DTR's are the responsibility of the State, but Hinsdale County is responsible for the sight, the tower, and the power to operate the sight. Therefore, the E911 board is being asked to pay for the repair bills to DigitComm and Two Way Communications. Randy Barnes made a motion, second by Dennis Spritzer to reimburse Hinsdale County for the repairs up to \$6,800. Motion passed unanimously.
- CodeRED – Tom Marshall made a motion, second by Randy Barnes, to participate in the CodeRED system and recommend an oversight committee be established. Dennis Spritzer made a motion, second by Range Barnes, to authorize the Authority Chair's signature on the Intergovernmental Agreement for the CodeRED system. Motion passed unanimously.

The next E911 Authority Board meeting will be March 13<sup>th</sup>, 2014, at 11:00 a.m. in the new City Public Safety Facility.

The meeting was adjourned at 12:46 p.m.



Wendy Collins, Secretary/Treasurer



# E911 Capital Replacement Plan

Asset	Acquired	Owner	Cost	2014	2015	2016	2017	2018
Bald Mtn		Forest Svc	14,000					
Monarch		Forest Svc	14,000					
Reno		Forest Svc	14,000					
Sunlight Ridge								
Site			14,000					
Generator	Jul-05		25,000					
W-Mtn								
Tower			10,000					
Local Law			14,000					
Gunnison Fire			14,000					
Generator			25,000					
Building			100,000					
Rose Ridge		Gunn County						
Local Law			14,000					
Building			10,000					
Generator			25,000					
Tower			10,000					
McClure Pass		Forest Svc			150,000			
Repeater			14,000					
Hwy 114								
Solar Repeater				15,000				
Hinsalde County								
Round Mtn/Pierce Property								
Hill 71 Building		Hinsdale County						
Comstock						14,000		
Lifeline 100-911 System								
Computer/Phone hookups								
Relocation Expenses								
Equipment:								
Xerox Work Station	Dec-05		1,900					
Voice Print Server	Dec-05		27,000					
Comnet Ericsson VHF Base Station	Feb-01		21,560					
Chatworth Equipment Rack Aluminum 19"w x 72"h	Feb-01		300					
Microwave Point to Point Link Radios 2.4 GHz (2)	Feb-01		13,100					
KVM Switches (2)	Feb-01		842					

# E911 Capital Replacement Plan

Asset	Acquired	Owner	Cost	2014	2015	2016	2017	2018
Rohn Tower	Feb-01		7,192					
VRT stand, 950G	Feb-01		195					
CCTV Cameras, electronic key pads, remote intercom (3)	Feb-01		7,194					
Orbacom Radio System	Feb-01		112,976					
Radio/Page Console (2)	Feb-01		29,968					
Console Turntable	Feb-01		800					
Computers (6)	Feb-01		14,315					
Computer UPS's (8)	Feb-01		800					
TDD Phone	Jan-00		400					
Telex Radio Consoles (3)			127,000					
Consolettes Motorola (5)	Jan-08		27,578					
Consolettes Motorola (2)			14,000					
Camera System - Scotts Grain								
Monitors (1)	Jan-08		500					
Copier/Printer	Jan-09							
Computers (6)	Feb-08	E911						
Mapping Server	Trickledown	E911						
Switches-Cisco		City						
Dispatch Module	Feb-01		45,000					
Refrigerator	Jan-09		650					
Microwave								
Desks (2)								
Tables (2)		City						
Generator for new Dispatch Building								
<b>TOTALS</b>			770,269	15,000	150,000	14,000	-	-

## Notes:

McClure Pass - State wants full blown sight on McClure Pass  
Hwy 114-Internet Colorado has applied for licensing and is erecting tower.  
Comstock-Equip purchased through grant - Cwinns